

POSITION VACANCY ANNOUNCEMENT

Announcement No: 06-28A

Open Date: September 21, 2006

Closing Date: October 2, 2006

Position Title/Series/Grade: Financial Technician, GS-0503-8/9 (target GS-9)

Location: United States Tax Court, Office of the Clerk of the Court,
Financial Management Services Office

Area of Consideration: Competitive Service, Federal Government-wide

Duties: The incumbent serves as the Financial Technician with primary responsibility for the Tax Court's time and attendance and payroll operations. The Court has three individual payrolls that are processed either monthly or bi-weekly, with several different appointment authorities with different pay and benefit requirements and regulations. Major duties include the following:

-Receives, audits and posts all time and attendance records of the Tax Court and maintains the T&A system of the Tax Court. Prepares a SF-1150 when an employee separates from the Tax Court.

-Acts as a liaison between the Financial Management Services Office and Tax Court personnel in answering questions regarding leave regulations and leave balances.

-Reviews, records, reports on, and audits the Tax Court's compensatory time for official travel program.

-Serves as primary data entry operator for scheduling of vendor payments via the electronic certification system. Works with the financial analyst to examine vouchers and audit the Tax Court's purchase card billing statements.

-Receives and accounts for all funds received by the Tax Court as fees. Checks fee receipts for accuracy and documents them for transmittal to the Department of the Treasury for deposit.

-Manages, orders, accounts for and distributes the Tax Court's transportation subsidy.

-Receives and answers telephone inquiries relating to the routine work of the Office, referring to Office experts any major or unusual inquiries. Performs other clerical duties as assigned.

-Examines pay and related changes and is responsible for preparing the monthly payroll for the Judges, Special Trial Judges and annuitants, as well as the biweekly payroll for the General Schedule, special rates, and wage board employees.

-Processes standard pay actions such as appointments, separations, within-grade increases, promotions, leave without pay, transfers between government agencies, and retirements as well as nonstandard pay actions such as overtime, garnishments, and conversions from one pay schedule to another. Also processes Thrift Savings Plan loans and salary offsets.

-Transmits payroll via the Financial Management Service's Direct Connect system.

-Accounts for and balances and reconciles the payrolls and control register totals.

-Prepares periodic reports on payroll related issues via the Government Online Accounting Link System (GOALS). Collects data and prepares reports for/on FSA and FLTHC, distributing them as appropriate.

-Maintains the Tax Court's Civil Service Retirement System and Federal Employees Retirement System account records.

-Prepares correspondence on payroll related issues such as monthly and quarterly taxes, health insurance accountability, bonds, SF-113 reports (monthly report of Federal civilian employment), the Thrift Savings Plan, and annual W-2 and 1099 reports.

Qualifications Requirement: Candidates must have at least 52 weeks of qualifying specialized experience equivalent to the GS-4 level for consideration at the GS-5 level; at least 52 weeks of qualifying specialized experience equivalent to the GS-5 level for consideration at the GS-6 level; and at least 52 weeks of qualifying specialized experience equivalent to the GS-6 level for consideration at the GS-7 level. The experience must have equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position. This experience is typically in or related to the work of the position to be filled.

Substitution of Education for Experience: Successfully completed education above the high school level in any field for which high school graduation or the equivalent is the normal prerequisite is creditable at the GS-5 level. This education must have been obtained in an accredited business, secretarial or technical school, junior college, college or university. One year of full-time academic study is defined as 30 semester hours, 45 quarter hours, or the equivalent in a college or university, or at least 20 hours of classroom instruction per week for approximately 36 weeks in a business, secretarial, or technical school.

Knowledge, Skills, and Abilities used in the Rating Process (Special Rating Factors):

1. Knowledge of standard accounting principles and concepts.
2. Knowledge of and ability to interpret civilian pay laws, regulations, and procedures as they pertain to multiple payrolls.
3. Ability to use and operate software applications related to automated pay administration.
4. Knowledge of other Federal government partner agencies, such as the U.S. Office of Personnel Management, Office of the Thrift Savings Plan, and the Treasury Department.

Basis of Rating: Ratings will be based on an evaluation of your experience as it relates to the qualification requirements and on the knowledge, skills and abilities (KSAs) listed above. You should provide detailed evidence of the KSAs in your application in the form of clear, concise examples showing level of accomplishment and degree of responsibility.

Supplemental Qualifications Statement: To ensure full consideration for the subject position, applicants **MUST** submit a supplemental qualification statement (SQS) which specifically addresses how his/her background and experience relate to each rating factor listed in this announcement. This required information will be used as a source document to evaluate applicants' qualifications for the position. If an applicant fails to provide the information as required, his/her application will not be evaluated beyond the basic screening process. The SQS should be submitted on bond paper. Applicants should list each KSA and describe their experience, education,

training, performance, awards, and other activities that reflect possession of the KSAs. Cross-referencing the application/resume and/or supplemental qualifications statements for other positions, is not acceptable.

Additional Information:

- Status candidates must meet appropriate time-in-grade requirements within 30 days of certification.
- Status candidates must submit a copy of latest SF-50, Notification of Personnel Action, showing tenure group and promotion potential (if any).
- ALL candidates must submit a SUPPLEMENTAL QUALIFICATION STATEMENT addressing each KSA.
- Any male applicant born after December 31, 1959, who is 18 but not yet 26 years old, and subsequently selected for this position must certify prior to appointment that he is registered for the military selective service.
- Relocation expenses are not authorized for any selected applicant.
- U.S. citizenship is required.
- The Tax Court will provide reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application process, please notify us. The decision on granting reasonable accommodation will be on a case-by-case basis.

Special Appointment Authority Information: In accordance with the Veterans Employment Opportunities Act (VEOA) of 1998, veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous service may also apply. You must provide documentation of veterans' preference or military service (e.g., SF-15, DD-214), if applicable.

A new law, Public Law 107-288, the Jobs for Veterans Act ("Act"), enacted November 7, 2002, revised the eligibility requirements for a Veterans Readjustment Appointment (which the Act redesignated as a Veterans Recruitment Appointment - "VRA".) The VRA is a special authority by which agencies can, if they wish, appoint eligible veterans without competition to positions at any grade level through General Schedule (GS) 11 or equivalent. VRA appointees are hired under excepted appointments to positions that are otherwise in the competitive service.

Persons with disabilities, disabled veterans, VRA eligibles and others eligible for a noncompetitive appointment under a special appointing authority (e.g., Peace Corps/VISTA volunteers) must clearly indicate eligibility on their application and be prepared to show proof upon request.

How to Apply: Applicants must submit all application materials explained in this vacancy announcement. Applications must be received in the Office Human Resources by the closing date of this vacancy posting. This includes the Supplemental Qualification Statement addressing the KSAs, SF-50, and application. One of the following must be submitted as the application: Resume, Optional Application for Federal Employment (OF-612) or Application for Federal Employment (SF-171).

All application materials must be sent to the United States Tax Court, Office of Human Resources, Room 146, 400 Second Street, N.W., Washington, D.C. 20217 and be received by the close of business (4:30 p.m.) on the date the vacancy announcement closes. ABSOLUTELY NO POSTMARKS WILL BE ACCEPTED. To ensure that your application is received by the closing date of this vacancy posting, you may fax all your application materials to (202)521-4568. For additional information, call the Office of Human Resources at (202)521-4700. FAILURE TO SUBMIT ALL REQUIRED MATERIALS MAY RESULT IN YOUR APPLICATION NOT BEING CONSIDERED.

The United States Tax Court is an equal opportunity employer.